



Non-Custodial Case File Organization

(All sections may not apply to all non-custodial situations)

- Section I: **Child Protective Services Section:** Copy of the CPS case provided at the transfer FSTM.
- Section II: **Legal:** Any legal documents pertaining to the non-custodial case (such as no contact orders, custody orders, court ordered services order, etc).
- Section III: **Medical:** Documentation of any child/youth medical condition, issues regarding any specialized needs, medications & allergies.
- Section IV: **Provider Reports:** Documentation from both paid and unpaid service providers working with the child/youth and family. Includes billing information, invoices etc., as well as progress reports.
- Section V: **Non-Custodial Permanency Plan (NCP) and Forms:** any form that is listed at the end of Policy 16.60 and NCP.
- Section VI: **Documentation:** TNKIDS case recordings.
- Section VII: **Miscellaneous:** Letters, notifications, other documentations as needed.